



Safeguarding Policy and procedure

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Croydon School of Accountancy and Management



Safeguarding Policy and procedure

Overview/Scope

Croydon School of Accountancy and Management is committed to the protection of children, young people and vulnerable adults. The word children and young people are those under 18 years of age studying at the college and children in the care of students on placements. A vulnerable adult is defined as a person aged 18 and over who is unable to protect him /herself from assault, abuse or neglect.

What is Safeguarding?

Safeguarding is about taking all reasonable measures to ensure that the risks of harm to the individual's welfare are minimised; and where there are concerns about children and young people's welfare, all agencies (and organisations) take all appropriate actions to address those concerns, working to agreed local policies and procedures, working in partnership with other local agencies.

From Children Act 1989 and Joint Chief Inspectors Report on Arrangements to Safeguard Children (2002)

Statutory Framework

Croydon School of Accountancy and Management aims to meet legislative requirements and good practice in safeguarding. Some of the statutory regulations which place a responsibility on the college to protect young people and vulnerable adults are as follows:

- The Children Act 2004, which is fundamental to professionals working with children and young people in the UK.
- The Protection of Children Act 1999 requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children.
- The Education Act 2002 requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people.
- The Sexual Offences Act 2003 makes it is an offence for a person over 18 (e.g. a lecturer or other member of staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.
- The Safeguarding Vulnerable Groups Act 2006 which sets out the type of activity in relation to children and vulnerable adults for which employers and individuals will be subject.

Safeguarding Strategy

Croydon SAM will:

- Take a preventative approach to safeguarding children from potential harm or damage.
- Take all appropriate actions to address concerns about the welfare of a young person, children or vulnerable adult.

- Work to agreed local policies and procedures in full partnership with other local agencies.
- Plan, implement, monitor and review policies and procedures to ensure that the maximum is done to provide a safe environment for children, young people and vulnerable adults in the college.
- Take all reasonable measures to minimise the risks of harm to the welfare of young people, children or vulnerable adults by ensuring that there is appropriate:
 - Risk assessment and management
 - Health and Safety procedures
 - Staff selection, recruitment, induction, supervision and training
 - Creation and promotion of an open work culture
 - Reporting and dealing with abuse

Policy Statement

At Croydon School of Accountancy and Management, the health, safety and welfare of all children, young people and vulnerable adults involved in courses or activities is one of our priorities. Croydon SAM has a statutory and moral duty to commit to practices that protect children, young people and vulnerable adults from abuse, neglect or significant harm. Staffs recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding.

To achieve these aims the College will review this policy and procedure annually with the aim of:

- Raising awareness of issues relating to the welfare of children, young people, vulnerable adults and the promotion of a safe environment for them to learn within the College
- Aiding the identification of children, young people and vulnerable adults at risk of significant harm, providing procedures for reporting concerns
- Establishing procedures for reporting and dealing with allegations of abuse against members of staff
- Safe recruitment of staff. All staff working with children, young people and vulnerable adults will receive appropriate training in order to familiarise them with the College's Safeguarding Policy and Procedure and the safeguarding issues and their responsibilities.

The College recognises the following form of abuse:

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

Neglect

Neglect is the persistent or severe failure to meet a Childs, young persons or vulnerable adult's physical and/or psychological needs. It can result in serious impairment of the health or development.

Significant Harm

Some children may be in need because they are suffering or likely to suffer significant harm. The Children Act V section 47 (1) introduced the concept of significant harm as the threshold that justifies compulsory intervention in family life in the best interest of the children.

Forced Marriage

Is a term used to describe a marriage in which one or both of the parties is married without his or her consent or against his or her will? A forced marriage differs from an arranged marriage, in which both parties consent.

Abuse

Sexual abuse involves a child, young person or vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the child, young person or vulnerable adult to be aware that the activity is sexual and the apparent consent of the child, young person or vulnerable adult is irrelevant.

Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's, young person's and vulnerable adult's behaviour and emotional development, resulting in low self worth. Some level of emotional abuse is present in all forms of abuse. This would include potentially abusive or offensive electronic communications.

Financial Abuse

Where financial abuse occurs, the victims does not always realise that it is abuse. It can be in the form of asking for money to be your friend, stealing your belongings, taking someone's pension, or just the constant borrowing of money and never returning it.

Female genital mutilation

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. Female genital mutilation (FGM) can happen at any age before getting married or having a baby. Some girls are babies when FGM is carried out

Roles and Responsibilities

All lecturers are responsible for the safeguarding of their students. However, the Head of support service is the designated member of staff with lead responsibility for safeguarding. who reports to the principal. The Head of support service is responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies. The CEO receives an annual report from the Head of support service and principal which reviews how the duties have been discharged and to ensure that the College is meeting its statutory requirements.

Designated Member of Staff with lead responsibility for safeguarding

The designated members of staff with lead responsibility for safeguarding are **Head of Support Services and principal**. They have a key duty for raising awareness across all staff of issues relating to the welfare of children, young people and vulnerable adults learning within the College. The post holder is required to have training in safeguarding issues and receives refresher training at least every two years. The designated lead member of staff is responsible for:

- Overseeing the referral of cases of suspected abuse or allegations to the relevant investigating agencies
- Providing advice and support to other staff on issues relating to safeguarding
- Maintaining a proper record of any child protection referral, complaint or concern (even where that concern does not lead to a referral)
- Ensuring that parents of children, young people and vulnerable adults within the College are aware of the College's safeguarding policy
- Liaising with the Local Authorities and other appropriate agencies
- Ensuring that staff receive basic training in safeguarding issues appropriate to their roles and are aware of the College safeguarding procedures

All staff responsibility for safeguarding

The following are the responsibilities of all staff for safeguarding issues:

- Report to the member of staff with lead responsibility
- Know how to make an appropriate referral
- Are available to provide advice and support to staff on issues relating to safeguarding
- Are available to listen to children, young people and vulnerable adults studying in the College
- Concerns about any members of staff can also be discussed with the Principal.

Procedure for dealing with a disclosure of abuse and reporting concerns

When a young person/vulnerable adult discloses abuse to a member of staff the member of staff must report the disclosure to Head of support service within 4 hours of hearing the allegation. Failure to do so may result in disciplinary action. The head of support service should listen carefully and must:

- Allow the person to speak without interruption
- Never trivialise or exaggerate the issue
- Never make suggestions
- Never coach or lead in any way
- Reassure the person, and let them know that they are glad the person has spoken up and that they were right to do so.
- Always ask enough questions to clarify understanding, but not probe or interrogate – no matter how well the staff member knows them – spare them having to repeat themselves over and over
- Be honest – the staff member should let the person know that it cannot be kept a secret, and someone else will need to be told
- Try to remain calm – remembering that this is not an easy thing for them to do.

- Not show emotions – as to show anger, disgust or disbelief, may stop the person talking. This may be because the person may feel they are upsetting the staff member or may feel the staff member's negative feelings are directed towards them

- Let the person know that they are taking the matter very seriously
- Make them feel secure and safe without causing them any further anxiety.

Where a member of staff suspects that a young person or vulnerable adult is being abused the member of staff should not investigate concerns or allegations themselves, but should report them immediately to the head of support service who will determine the appropriate action.

Information relating to actual, suspected or alleged abuse should be treated with the utmost care and confidentiality. The designated member of staff should ensure that information is shared only with those staffs that need to be aware of it. No-one should be given more information than is necessary to support the young person or vulnerable adult.

The designated member of staff will be responsible for recording essential information about each case and for collecting reports and notes as appropriate. Any detailed information about a case will be confined to the member of staff with lead responsibility i.e. Head of support service. (If not involved in the allegations) the parents/ guardians/ carers (where appropriate)

Taking into account all the information available, the lead Safeguarding personal will decide on the next steps, which may include taking no further action or vice versa. Where it is decided that further action is necessary, this may be to:

- Seek further advice from Social Services
- Make a referral to Social Services
- Report the incident to a designated Social Worker
- Report the matter to the police if a crime is suspected

If a referral is made, this must be confirmed in writing to the appropriate agency within 24 hours. The Lead Safeguarding person may consider that those involved may require counselling. Where it is felt there is a need for counselling (which could be for the child/ren, other students, staff, parents or carers involved) the Safeguarding Lead person will make the necessary arrangements.

Confidentiality and trust should be maintained as far as possible, but staff must act on the basis that the safety of the person disclosing is the overriding concern. The child, young person or vulnerable adult should be informed at the earliest possible stage of the disclosure that the information will be passed on to the relevant person for investigation.

Allegations against Staff

There are occasions where a member of staff will be accusing of physically or sexually abusing student which may be false or baseless and in some cases the allegations may be true. The primary concern of the College is to ensure the safety of the students. It is essential in all cases of suspected abuse by a member staff that action is taken quickly and professionally, whatever the validity. Any instance of suspected abuse by a member of staff is potentially gross mis-conduct. It is also a serious ordeal for an innocent person to be accused of such an act which can result in long term damage to their health and career.

In the event that any member of staff suspects any other member of staff of abusing a student, it is their responsibility to bring these concerns to the Principal and the Lead Safeguarding person (Head of support service) except where they themselves are the suspect.

- If the allegation concerns the Principal, the matter should be discussed with the Lead Safeguarding person who will discuss it with the CEO. in addition to following the normal procedures for Child Protection
- If the allegation concerns the Lead Safeguarding person, the matter should be discussed with the Principal who will discuss it with the CEO, in addition to following the normal procedure for Child Protection

The member of staff will be advised to:

- keep records of all conversations, meetings attended, letters received and telephone calls relating to the allegation

If a member of staff should resign, it will not prevent an allegation being followed up in accordance with this Policy. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children including any in which the person concerned refuses to co-operate with the process.

Recruitment and Selection Procedures

Croydon School of Accountancy and Management have a responsibility to ensure safe recruitment and employment practices. All staff is checked appropriately before they start employment, including List 99 and enhanced Criminal Record Bureau Checks.

The College has recruitment and selection procedures. In respect of this policy, they should take account of the following:

- The post should be clearly defined and the key selection criteria for the post should be identified.

- Vacancies should be advertised widely, as appropriate, in order to ensure a diversity of applicants.
- Applicants are required to complete an application form and sign to declare the information they have provided is to be true.
- The chair of the interview panel will ask questions in respect of areas of concern and ensure the right people are selected for employment.
- Evidence of qualifications and Identity is obtained, including the eligibility of the candidate to work in the UK.
- Employment/educational references are required for successful candidates.
- The successful candidate's application form is reviewed by Human Resources and any gaps in employment or other missing information is followed up.
- Enhanced Criminal Records Bureau disclosures are undertaken for all employees, which are treated sensitively and confidentially.
- Where a CRB disclosure have not been received before a candidate is due to start employment then a Risk Assessment will be undertaken and authorised to ensure that it is appropriate for the candidate to start work.

Training

Croydon School of Accountancy and Management have a duty to promote safeguarding issues and measures to staff and ensure they:

- Analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse (Code of Behaviour)
- Follow the guidelines for staff

The Lead Safeguarding Person is required to have training in safeguarding and receives refresher training at least every two years.

Other designated Safeguarding Staff are required to have training in safeguarding and inter-agency working and receive refresher training at least every two years.

All staff working directly with children, young people and vulnerable adults will undertake appropriate annual training on safeguarding to raise awareness of current issues and Legislation.

All other staff will undertake appropriate training on safeguarding.

Safeguarding training is mandatory for all staff.

E-safety

E-safety is providing our learners with information which enables them to make safe and sensible choices when accessing the internet, using IT systems in class and staying within the law.

What dangers are online?

- ❖ Inappropriate material
- ❖ Cyber bullying

- ❖ Identity theft or invasion of privacy (damage to reputation or fraud)
- ❖ Breaking copyright law
- ❖ Inappropriate advertising, spamming, spoofing and phishing
- ❖ Safeguarding issues such as grooming or radicalisation

What are my responsibilities?

- ❖ Educate learners in keeping safe online
- ❖ Educate learners about keeping within the law online, including copyright and libel
- ❖ Act as a role-model in your use of IT
- ❖ Pre-check any websites you use or recommend with learners
- ❖ Monitor what learners are doing in class when they are on the internet
- ❖ Maintain the code of conduct
- ❖ Report concerns immediately if they arise

Review

Croydon School of Accountancy and Management’s Safeguarding Policy and procedure is reviewed. The review process includes analysis of monitoring data, consultation with and feedback from learners, clients, staff and other stakeholders to determine the impact of the policy and any action require

Safeguarding Reporting Form

Please use this form to record incidents or concerns of abuse or neglect of children and vulnerable adults. It is important that we maintain local and national records to pass to local safeguarding agencies such as Social Services and the Police. These records will also be used to produce an annual report on Safeguarding for the Croydon SAM / CEO

Date: Time: Location:

Name of child or Vulnerable Adults	Full contact details
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Concern or incident

Potential witnesses

Action taken

Referred to Safeguarding Team

Yes

No

Date:

Time:

Name of Lead Safeguarding Officer:

Action taken Lead by Safeguarding officer

Full Name :

Signature: Date:

Once completed, please return to Benedicta Ogunbor